

## REQUEST FOR PROPOSAL ADMINISTRATIVE INFORMATION:

### 1.0 **ADMINISTRATIVE INFORMATION:**

#### 1.1 INCORPORATION OF PROPOSAL INTO THE CONTRACT:

The contents of the Request for Proposal and the selected firm's response are to be incorporated into the Contract.

#### 1.2 PROCUREMENT AUTHORITY:

The Maricopa County Procurement Code ("The Code") governs all procurements and is incorporated by this reference. The Arizona State Procurement Code does not govern any County procurement. Any protest on a Request for Proposals must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

#### 1.3 REJECTION OF PROPOSALS:

Maricopa County reserves the right to reject any and all proposals received in response to an RFP as determined to be in the best interests of the County.

#### 1.4 PROPOSER WITHDRAWAL:

If, at any time prior to the opening of a proposal, a Proposer decides to withdraw its proposal, that Proposer shall give written notice to the Materials Management Department Director, 320 W. Lincoln St., Phoenix, AZ 85003.

#### 1.5 ADDENDA TO SOLICITATION:

Maricopa County may institute changes or modifications to the specifications and will notify all participants by an addendum to the Request for Proposal. All addenda issued will be located at [www.maricopa.gov/materials](http://www.maricopa.gov/materials) with the original solicitation.

#### 1.6 CONTRACTOR LICENSE REQUIREMENT:

The Contractor shall procure all permits and licenses, and pay all charges and fees necessary and incidental to the lawful conduct of his business. He shall keep himself fully informed of existing and future Federal, State and Local laws, ordinances, and regulations which in any manner affect the fulfillment of a Contract, and shall comply with the same.

Contractors furnishing finished products, materials or articles of merchandise that will require installation or attachment as part of the Contract, shall possess any licenses required. A Contractor is not relieved of its obligation to possess the required licenses by subcontracting of the labor portion of the Contract. Contractors are advised to contact the Arizona Registrar of Contractors, Chief of Licensing, at (602) 542-1502 to ascertain licensing requirements for a particular contract. Contractors shall identify which license(s), if any, the Registrar of Contractors requires for performance of the Contract.

#### 1.7 INCURRING COSTS:

Maricopa County is not responsible for any cost incurred in preparing a proposal, including the acquisition of supplies and/or personnel until a Contract is awarded by the Maricopa County Board of Supervisors.

1.8 PUBLIC RECORD:

All information submitted relating to a solicitation, except for proprietary information, shall become part of the public record, in accordance with the Maricopa County Procurement Code, Section MC1-405

1.9 PROPRIETARY INFORMATION:

Proprietary information submitted by a Proposer in response to a solicitation shall remain confidential as permitted by law or regulation.

1.10 M/WSBE PARTICIPATION:

Proposers submitting a proposal are encouraged to solicit M/WSBE participation. A list of certified M/WSBE enterprises may be obtained by contacting the Maricopa County Materials Management Department Procurement Consultant listed on the solicitation, or by accessing the Maricopa County Department of Transportation Web Site at: <http://www.mcdot.maricopa.gov/AdmProc/dmw.htm>

1.11 CONTRACT REPRESENTATIVES:

Any changes in the method or nature of work to be performed under a Contract must be processed by the County through the Contractor's Contracts Manager. Upon the execution of a Contract, the County will name its representative who will be legally authorized to obligate the County.

1.12 FINANCIAL STATUS:

All Proposers shall make available upon request a current audited financial statement, a current audited financial report, or a copy of a current federal income tax return prepared in accordance with Generally Accepted Accounting Principles or Standards. Failure or refusal to provide this information within five (5) business days after communication of the request by the County shall be sufficient grounds for the County to reject a proposal, and/or declare a Contractor non-responsive and/or non-responsible, as those terms are defined in the Maricopa County Procurement Code.

If a Contractor is currently involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a Contractor or receiver has been appointed over all or a substantial portion of the property of the Contractor under federal bankruptcy law or any state insolvency law, the Contractor must provide the County with that information as part of its proposal. The County may consider that information during evaluation of the proposal. The County reserves the right to take any action available to it if it discovers a failure to provide such information to the County in a proposal, including, but not limited to, determination that the Contractor should be declared non-responsible and/or non-responsive, and suspension or debarment of the Contractor, as those terms are defined in the Maricopa County Procurement Code.

By submitting a proposal in response to the Request for Proposal, the Contractor agrees that if, during the term of any Contract it has with the County, it becomes involved as a debtor in a bankruptcy proceeding, or becomes involved in a reorganization, dissolution or liquidation proceeding, or if a Contractor or receiver is appointed over all or a substantial portion of the property of the Contractor under federal bankruptcy law or any state insolvency law, the Contractor will immediately provide the County with a written notice to that effect, and will provide the County with any relevant information it requests to determine whether the Contractor will meet its obligations to the County.

1.13 PROMPT PAYMENT DISCOUNT:

Maricopa County, through its “Continuous Improvement Initiatives” has identified Payment as a process requiring attention and improvement. Maricopa County has initiated changes in this area, which are intended to both improve and expedite this process. In light of these efforts, Proposers are required to pick one of the standard payment terms the County utilizes (see Attachment A, of the Request for Proposal). Failure to indicate a term will result in the County applying Net 30 days as Contractor’s terms. Payment terms will be considered in determining the Contractor’s price.

1.14 REGISTRATION:

Proposers are required to be registered with Maricopa County if they are selected for an award of any County Business. Failure to comply with this requirement in a timely fashion will cause your proposal to be declared non-responsive. Registration forms are available from the Department of Materials Management, 320 W. Lincoln St., Phoenix, AZ 85003, on the Maricopa County Web Site at [www.maricopa.gov](http://www.maricopa.gov), or by calling (602) 506-3244.

1.15 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS (ICPAs)

Maricopa County currently has ICPAs with numerous governmental units throughout the State of Arizona. These agreements allow these entities, with the approval of the Contract Contractors, to purchase their requirements under the terms and conditions of the County Contract. Please indicate on the pricing page (Attachment A, of the Request for Proposal) your acceptance or rejection regarding such participation. Your response will not be considered as an evaluation factor in awarding this Contract.

1.16 REFERENCES:

Proposers must provide at least five (5) reference accounts to which they are presently providing like service. Included must be the name of the government or company, individual to contact, phone number, street address and e-mail address. Preference in awarding a Contract may be given to Proposers furnishing government accounts similar in size to Maricopa County.

1.17 GENERAL EVALUATION:

The criteria listed in the Request for Proposal will be used in analyzing and evaluating the Proposal. Although price will be a factor in the Proposal evaluation, it is specifically a consideration of secondary importance to the needs identified in the Request for Proposal. The County reserves the right to accept other than the lowest priced Proposal.

Proposals will be evaluated by a committee composed of various Maricopa County departments and others. Requests for presentations or clarification of portions of the Proposal may be considered. A summary evaluation will be prepared by this committee with an objective ranking of the Proposals.

1.18 AWARD OF CONTRACT:

Contracts awarded pursuant to the provisions of this section will not be solely on price, but will include and be limited to evaluation criteria listed in the Proposal. The Contract will be awarded by the Board of Supervisors to a qualified firm at compensation determined to be fair and reasonable considering budgetary limitations, scope, complexity, and the nature of goods and/or services. The Proposal may be awarded in whole, by section, or geographic area as required.

1.19 BASIC EVALUATION PROCEDURE:

- Step 1 Review of all Proposals of conformance to the Request for Proposal.
- Step 2 The elimination of all Proposals which deviate substantially from the basic intent of the Request for Proposal.
- Step 3 An assessment of the remaining Proposers. This assessment will also include a review of the Proposer personnel capability and the previous experience of each Proposer.
- Step 4 Verification of Proposer references.
- Step 5 Oral presentations to supplement the Proposal, for the purpose of clarification may be required. The time and place for oral presentations will be announced at a later date, if such a presentation is required.
- Step 6 Evaluation of costs to Maricopa County.
- Step 7 Capability of the Proposer to participate in a particular program, including eligibility based on the Proposer's financial stability and viability.
- Step 8 Tabulation and recommendation of potential Proposers.